

IT Services - Software Configuration and/or System Development plus Operations & Maintenance - Greater than \$1M/year

Approval Needed:

Chief Information Officer (CIO)

1. Send an email request for approval as follows:

- **To:** FITARA-Review@epa.gov
- **Subject:** FITARA Request for Approval: Budget Formulation System/Budget Automation System O&M / Development Contract
- **Description:** Provide the following elements:
 - Describe the IT services and the system(s) those services will support.
 - Budget Formulation System (BFS) implementation support
 - Budget Formulation System application maintenance
 - Budget Formulation System application customization and development
 - Budget Formulation System reporting support
 - Budget Formulation System training support
 - Hardware/Software/Cloud Hosting/Peripheral Purchases/Installation
 - Documentation support
 - User support
 - Budget Automation System (BAS) Operations and Maintenance including software and hardware support until system is retired once BFS development is complete and all BAS functionality and data has been incorporated into BFS

- Describe the business need/program objectives for this acquisition.

The BAS/BFS systems are critical to the Office of Budget business processes. The budget systems are used as a centralized information technology tool during EPA's budget planning, formulation, and execution processes. The system links budget formulation, execution and performance data in support of EPA's efforts to comply with the requirements of the Government Performance and Results Act (GPRA). They support EPA's mandatory reporting to OMB and Congress required by annual appropriations language, OMB A-11, OMB Exhibit 53 and related OMB guidance and memos. Data also provides for agency management reports such as trends analysis and projections for future budget requirements. EPA's budget personnel also use the data to generate EPA's budget submission to the Office of Management and Budget (OMB) and Congress, prepare operating plans, and monitor budget execution.

This contract would allow for the continued support of BAS Operations & Maintenance until which time it is retired and for the continued O&M and development of BFS.

- Describe the scope of the acquisition.

Services being procured will cover the full range of system lifecycle development activities. Our Budget Automation System is in O&M while its replacement is in both O&M and development. It is being developed in an agile manner with functionality constantly moving from development to production in short 2-6 week sprints.

- If the scope includes development, describe the actions taken to ensure incremental development steps are followed.

The project is/will use Agile methodologies for planning and execution. More specifically, the project will employ a set of practices based on Feature Driven Development. Under this approach, an overall solution model is developed consisting of project scope definition, high level business requirements and technology approach. Subsequently, the project team will build a solution features list for each business area, tie specific requirements to the features, and design and build based on the feature-grouped requirements. After testing, the developed code is loaded to the main solution build. Consequently, some steps, such as requirements review and testing and associated planning/execution activities will occur in a series of iterations. Daily SCRUM meetings will be held to identify problems/issues and communicate progress.

- Describe any alternatives that were considered for this acquisition.

The initial alternatives analysis was done as part of the Financial System Replacement Project to see if there were any COTS packages available that met our needs that were part of a financial system package. After it was determined that there weren't any COTS systems we participated in the BFELoB study of available federal budget systems (BFEM, BAS, DEBS, etc) to see if any of these offered what our current budget system did and key areas were missing (eg. modeling, reprogrammings). Following this we reviewed ROMs provided by two vendors for developing a web based budget formulation system and the decision was made to go with one. All of this is highlighted in the BFS CONOPs provided in Control Gate 1&2 Decision Memo and approved by the Agency Chief Architect.

- Describe any planned use of shared services associated with this acquisition.

BFS is currently hosted in the Microsoft Azure for Government Fedramp certified cloud. Once EPA has a comparable cloud service in Azure our plan would be to purchase this via the WCF. In addition, we are currently utilizing OEI's application deployment services in WCF and FRR group to communicate with Azure via a proxy server and VPN.

- Describe how the acquisition supports efforts to alleviate duplication or complexity on the network.

Our hope here would be to coordinate with other Azure cloud deployments in EPA to set up Express Route connection to Azure to speed up the connection

- Describe the approach to hosting and security.

[REDACTED]

[REDACTED]

- Describe any service level agreement (SLA) requirements, if applicable.
There are SLAs provided by Microsoft Azure for our cloud service

[REDACTED]

- Describe the methodology used to create the Independent Government Estimate (IGE).

[REDACTED]

- Is any CROMERR documentation required? No
- Describe all key risks and the mitigation approach to each.
 - Key risks are contract award, possible protests due to large ceiling, Complexity of contract funding (multiple annual mods/IAs)
 - For mitigation we have elected to go with GSA who is experienced in this type of contract award/maintenance
- Describe how the vendor will work with EPA to comply with e-Discovery requests (e.g., FOIA) or records management requirements.

GSA Assisted Acquisition Services will work with the vendor to comply. Since the GSA Contracting Officer will sign the award documentation, all requests for information should be submitted to GSA.

- Describe the status of the acquisition (e.g., acquisition planning, pre-solicitation, etc.).

[REDACTED]

- State all critical acquisition deadlines (attach a milestone plan as necessary).
Current contract will expire in June 2017, though ceiling will be reached before then. In addition, new contract SOW better allows the agency to capture other agency potential costs and development vs O&M costs for system depreciation.
- **Work Statement:** Attach a copy of the performance work statement (PWS) or statement of work (SOW).
- **Estimate:** Attach a copy of the Independent Government Estimate (IGE).

- **Strategic Sourcing:** Provide a statement that strategic sourcing vehicles were considered. Identify if a strategic sourcing or other existing EPA contract will be used to acquire the IT services.

GSA AAS will use existing government contracts in order to reduce to procurement timeline and to take advantage of existing negotiated discounts with reliable, pre-qualified vendors.

- **Competition:** Provide a statement whether the IT services are being limited to a specific sole source vendor. If so, provide a sole source justification as applicable.

GSA will use full and open competition to secure a qualified vendor.

- **Sustainability:** Provide a statement whether the IT services will be acquired as “green” (e.g., inclusion of FAR and EPA clauses on environmentally preferable practices such as FAR [52.223-2](#), [52.223-10](#), [52.223-17](#), and [EPA-H-23-101](#)).

GSA will include all mandatory EPA and FAR regulations in the solicitation.

- **Accessibility:** Provide a statement whether the IT services will be acquired as Section 508 compliant. Describe any specific PWS/SOW language that will be included related to ensure Section 508 compliant deliverables. If not, provide details on the exception to Section 508 accessibility requirements.

GSA will include all mandatory Section 508 compliant regulations in the solicitation.

- **Other:** Provide any additional information necessary about the acquisition.
- **Disclaimer:** Provide the following statement in all requests for approval: “This email may contain source selection information and should only be released within the Government to those who have a bona-fide need to know. Unauthorized release of source selection information is prohibited by law. For more information, see Federal Acquisition Regulation (FAR) [3.104](#).”

2. Requests for additional information from the CIO may be sent/received via reply email(s).
3. The CIO reserves the right to request an in-person meeting to discuss the requirement.
4. Approval or denial of request from the CIO will be communicated via reply email.
5. A copy of the approval email must be provided to the contracting officer prior to solicitation.
6. The contracting officer must ensure a copy of the approval is included in the contract file.